American River College Los Rios Community College District Bus Charter Request

nstructor:	extCell P	'hone:	
Each charter must have a designated	contact with a cell phone to coordinate	nate with the bus driver.)	
Class/Activity:			
rip dates:			No (circle on
of Passengers:(The Busestination)	s Company will assess the bus size t	based on this number AND the ro	ads to your
pecify Audio/Video needs: _	Specif	y ADA needs:	_
For Non Blanket Purchase Order Re	equests, An Approved Requisition N	Must be Submitted BEFORE Buses	s can be reserved
Required for overnight trips: (Area requesting bus must make reser	vations for the driver)	Driver must camp wi	th group □
Hotel Name and Address:			<u>_</u> _
Reservation Phone Number:			
Additional information for the drive	r:		
Initial: Boarding Location: ARC pa	arking lot (specify lot))	
Destination (include address and ci	ty):		Bus
to stay overnight with group:	YN ARC Departure Date	:Departure Time:	AM/PM
Intermediate: Boarding Location	ı (include address and city):		
	ty):		
Bus to stay overnight with group: _	YN Departure Date:	Departure Time:	AM/PM
	(Reflect multiple stops on attached itin	nerary)	
Return: Boarding Location (include	e address and city):		
Return Date:D	Departure time:	AM/PM	
Return to ARC parking lot (specify)	Expected Arrival ti	ime back to ARC:	AM/PM
Coach/Instructor:	Area Approval	:	Date
Reservation Number_	Bus Company	Contact	
Cost Quote without Additional Fee:	s Completed	d by:	
Verification of receipt of cost esti	mate and approval of expenditure	e. Authorized Purchases only:	
Signature:	Bill to BPO#		

Date

VPA or Director Administrative Services